

**ROUTING AND TRANSMITTAL SLIP**

13 April 1988

**TO:** (Name, office symbol, room number,  
building, Agency/Post)

EXA/DDA

13 APR 1988

Initials

Date

Co

18 APR 1988

1. STAT
- 2.
- 3.
- 4.
- 5.

18 APR 1988

DDA Reg (Please Ind)

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

We certainly agree that it would be in the best interests of everyone if the Agency were "Smoke Free." We can prepare a response to the attached stating so, but making the Agency smoke free is not a decision OMS can make.

1-2  
Do you want to respond to this note from [redacted]  
If yes, I'll do brief note.  
Brief response

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

**FROM:** (Name, org. symbol, Agency/Post)

STAT [redacted]

STAT DD/MS

Room No.—Bldg.

1D4061 Has.

Phone No.

OPTIONAL

rv. 7-76)

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. <b>D</b> /DIRECTOR OF MEDICAL SERVICES			
2.			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

#1 - FOR ACTION: PLEASE PREPARE RESPONSE  
FOR DDA SIGNATURE.

SUSPENSE: 19 APRIL 1988

**DO NOT** use this form as a **RECORD** of approvals, concurrences, disposals,  
clearances, and similar actions

**FROM:** (Name, org. symbol, Agency/Post)

Room No.—Bldg.

STAT

Phone No.

EXA/DDA

5041-102

**OPTIONAL FORM 41 (Rev. 7-76)**

March 31, 1988

Deputy Director for Administration

Dear Sir:

More and more U.S. Government managers are reaching the conclusion that it is in the best interest of all concerned if the work environment is "SMOKE FREE". Studies show that such a smoke free environment is best for promoting the long term health of everyone working in the environment. They also show that a smoke free environment improves worker productivity and morale. I would hope that in view of the evidence that the agency will declare all its buildings SMOKE FREE. It would be especially symbolic if such an action were to implemented with the completion and occupancy of the new headquarters building.

Thank you for your consideration of this action.

STAT

DD&T/OTS/ATG



Deputy Director  
for Administration

DDA 88-0908  
27 April 1988

STAT

NOTE FOR: [REDACTED]

SUBJECT: Smoke Free Agency Environment

This is to acknowledge receipt of your 31 March 1988 memo expressing your interest in having Agency buildings declared smoke free. I believe most people would agree that a smoke free environment would be healthier. We have made great strides toward reducing the amount of smoke to which Agency employees are exposed by identifying smoking restrooms and restricting smoking to approved areas. [REDACTED]

[REDACTED] We have every intention of proceeding in the same vein in the new Headquarters building.

I appreciate your comments and interest in the matter.

[REDACTED]  
R. M. Huffstutler

Att:

DDA 88-0693x

ADMINISTRATIVE-INTERNAL USE ONLY

ORIG:EXA/DA: [REDACTED]

DISTRIBUTION:

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- 1 - DDA Subject w/att
- 1 - DDA Chrono w/att
- 1 - EXA Chrono w/att

STAT